

3 FAM 3240 REPRESENTATION ALLOWANCES

3 FAM 3241 GENERAL

3 FAM 3241.1 Purpose

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Representation funds are appropriated to State pursuant to section 905 of the Foreign Service Act of 1980, as amended, and enable the Department and the Foreign Service to provide for the proper representation of the United States, thus furthering foreign policy objectives. This is the only reason for the availability of such funds and the only criterion for their use.

3 FAM 3241.2 Control by Chief of Mission

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Representation funds do not accrue to any officer or employee solely by virtue of rank, title, or position. Rather, they are available for expenses incurred on behalf of the U.S. Government. They are not meant to take care of normal social obligations as members of the community. Entitlement to the use of a specified amount of such funds is granted to individual officers or employees on an ad hoc basis. Authority to approve such expenditures is delegated, within the limits of funds made available, to the chief of mission. Each approval will involve a decision on the part of the chief of mission to use a specified amount of money, in a particular instance, in a certain manner, in order to accomplish a specific objective.

3 FAM 3241.3 Applicability to USAID, USIA, Commerce, and Agriculture

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

USAID, USIA, Commerce and Agriculture will follow the principles outlined in this section in granting representation allowances allotted for use by employees of their agencies assigned to posts in foreign areas. (For USIA, see MOA V-B 264, for USAID see HB 19, and for Agriculture, see 2 FASR 51.) Commerce also has access to hospitality funds which are covered under Department of Commerce regulations.

3 FAM 3242 ALLOWABLE EXPENDITURES

3 FAM 3242.1 General

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

a. Representation funds made available to a mission may be used at the discretion of the chief of mission for any expenditure, consistent with section 3 FAM 3214.1-1, and not specifically prohibited by law or regulation. However, the chief of mission should take into consideration and attempt to abide by not only the letter, but also the spirit, of the applicable laws and regulations.

b. Entertainment as an allowable expense includes hosted parties, dinners, lunches, breakfasts, sports or cultural events. It must be clearly demonstrated that the purpose is to directly promote U.S. foreign policy interests; that the expenditure is not for personal recreation; and that the expenditure is not otherwise prohibited by these regulations or sections STNRG-0320 and STNRG-0330 of the Standardized Regulations.

3 FAM 3242.2 Prohibitions

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

a. Tangible gifts, including admissions to unhosted events, to any U.S. Executive, Legislative or Judicial Branch employee are prohibited.

- b. Funds cannot be spent solely for the benefit of U.S. Government Executive Branch organizations or entities (e.g., U.S. Marine Guards, American Schools, Recreation Associations, or other groups). Expenditures which encompass or indirectly benefit any such group must further U.S. foreign policy interests and be an allowable expenditure not otherwise prohibited by these regulations or Sections STNRG-0320 and STNRG-0330 of the Standardized Regulations).
- c. See section STNRG-0330 of the Standardized Regulations for other prohibitions.

3 FAM 3243 PROCEDURES, GUIDELINES AND ACCOUNTING REQUIREMENTS

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

See 3 FAH-1 H-3240.

3 FAM 3244 REPRESENTATION ALLOWANCES FOR FAMILY MEMBERS AND FOREIGN SERVICE NATIONAL EMPLOYEES

(TL:PER-259; 4-24-95)

(Uniform State/USAID/USIA/Commerce/ Foreign Service Corp-USDA)

(Applies to Foreign Service Employees Only)

Section 905 of the Foreign Service Act of 1980 authorizes representational allowances for official receptions, entertainment, and other functions to enable the Department and the Foreign Service to provide for the proper representation of the United States and its interests. It also authorizes the payment of expenses for family members acting with or on behalf of employees whose official positions entail responsibility for establishing and maintaining relationships of value to the United States in foreign countries. In addition, on an exceptional basis, Foreign Service National employees may be permitted such payments, where deemed appropriate, and with the approval of the head of agency or agency designee, and consistent with guidelines on representation established by the chief of mission. (See Chapter STNRG-0310, Standardized Regulations).

3 FAM 3245 THROUGH 3249 UNASSIGNED